

SOLANO COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES PROCEDURES

SPECIAL ADMISSION OF K-12 STUDENTS

Policy #5030

I. ENROLLMENT ELIGIBILITY AND REQUIREMENTS

- A. To be considered for admission as a special part-time or full-time student, the student must meet the eligibility standards as established in Education Code Sections 48800, 48800.05, and 76001.
- B. Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their school of attendance. Courses in which K-12 students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.
- C. Students must complete and submit the Special Admission Form and Application for Admission according to published deadlines. The special admission form shall include the signed consent of the parent or legal guardian, and approval of the school Principal, or designee. The Special Admission Form indicates that the student possesses the intellectual and emotional ability to satisfactorily participate in a college environment, is capable of profiting from college level instruction. Admission is subject to seat availability.
- D. A parent or guardian of a student who is not enrolled in a public or private school may directly petition the Superintendent-President or designee, for authorization to enroll in advanced scholastic or vocational work at the College as a special part-time or full-time student.
- E. Eligible students must meet all College academic standards and prerequisite requirements. Students may be required to complete specific assessment tests for purposes of determining enrollment eligibility, course placement, or general advisement.
- F. All new students under grade 9 and their parent or guardian must attend an interview with a college official, such as college deans, college vice-presidents, counselors, or subject matter instructors, to determine enrollment eligibility, course placement, or to receive general advisement.
- G. In all cases, eligibility for enrollment is subject to the judgment of the Superintendent-President, or designee, who will determine whether or not the student can benefit from the College's advanced scholastic or vocational programs.
- H. If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission and

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the denial shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

- I. Students can be dropped after enrolling if all requirements have not been met.

II. SPECIAL ADMISSION ENROLLMENT STATUS

- A. Part-time students may be admitted who are concurrently enrolled in a public or private school. The school Principal, or designee, will determine if the student has the abilities and sufficient preparation to benefit from college level instruction and college staff will determine final admittance.
- B. Full-time students may be admitted if so authorized to attend community college by the Governing Board of the school district in which the student is enrolled, and if such admission conforms to the eligibility requirements deemed appropriate by the Superintendent-President, or designee. If a full-time applicant is not enrolled in a public or private school, the parents may directly petition the College for admission on the grounds that the student would benefit from advanced scholastic or vocational work.
- C. In Summer session, students may be admitted if they have demonstrated adequate preparation and have availed themselves of all opportunities to enroll in equivalent courses at their district of attendance.

III. SPECIAL ADMISSION FEES

- A. All part-time special admission students taking courses at Solano Community College shall have their enrollment fees waived. All special admission students admitted as full-time students will be assessed enrollment fees. Full-time special admit students may be considered for a BOG Fee Waiver.

IV. CURRICULUM/PROGRAM ELIGIBILITY

- A. Enrollment is subject to seat and/or program availability. Priority is given to regular college students.
- B. Each department and division dean will determine if certain courses are not appropriate for special admission students in general, or specific categories of special students on an annual basis. The list of excluded courses will be available at registration. See Title 5, 58106.

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- C. The College reserves the right to restrict enrollment in any given academic term for any class that it deems inappropriate for special admission students due to health and safety reasons, facility limitations, faculty workload, the availability of qualified instructors or other substantive reasons.
- D. The College reserves the right to establish admissions and/or enrollment limitations that prevent special admission students below a certain age or grade level from being admitted or from enrolling in certain courses or programs.
- E. Enrollment of special admission students in Physical Education courses will be limited to 10% of each section or current state regulations.

Governing Board Review: January 18, 2012